



Bio Builder

In the past, you may have relied on a resume to tell the world about yourself, but from now on, your bio is going to be a far more valuable tool — not to mention a far better indicator of who you are, where you've come from, and what you have to offer. Keep this polished by adding every great new experience or skill as it becomes part of your repertoire. This way when you and your work are put on display to the world, you can shine — in your online profiles, when you're being introduced for speaking opportunities, job opportunities and more!

The Bio Builder is a guide to help you put together a powerful yet brief document that can be used over and over again to sell you and your story more powerfully to the world.

Use these tips to get started:

1. Start with a snapshot of who you are and what you're doing today.
2. Give a brief overview of your past. What has brought you to this point? What accomplishments, special recognition and experiences tell your story?
3. Toward the end, provide a statement of purpose. What is your mission, your goal?
4. Mention your educational background and any special degrees or skills you have.
5. End with where you were born and where you live now (and if you want to, with whom, i.e. partner, pets, etc.).

Candiss Brown was born in Columbia, South Carolina in 1977 where she still resides. She is a single mother of two teenagers.

She attended W.J. Keenan High School where she obtained a diploma in 1995 and now attends Colorado Technical University.

She will graduate August 2017 where she will receive her Bachelor of Science in Business Administration focusing in Finance. She has been in school since 2015. She now works for a large hospital where she works as a Accounts Receivable Specialist. She has been doing physician and hospital billing for over 25 years. She will be the first person in her family to obtain a degree. She likes

to spend time with her kids, read and watch CNN. She has one dog named Joy. Her goal is to go back to school to get a Master's degree in Management.